HUMAN RESOURCES BULLETIN 99-07

Cold War Recognition Certificate

In HR Bulletin 99-03 (available on CELRD's web page at http://www.usace.army.mil/ord/) we discussed the new Cold War Recognition Certificate. Applications are now being accepted for the Certificate. The following is a summary of the different methods by which you may request the certificate and have your questions answered. (CPACs/HR Offices have no authority or responsibility regarding the Cold War Certificate).

Those qualifying for the certificates can apply via the Internet at http://coldwar.army.mil/, by email at cwrs@fairfax-emh1.army.mil, or fax at (703) 275-6749. (The contractor responsible for processing applications is not available by phone.)

Applicants can also mail requests to: Cold War Recognition 4035 Ridge Top Road, Suite 400 Fairfax, VA 22030.

Applicants must present proof of service. Do not to send original documents because they cannot be returned. Applicants must use fax or mail to submit supporting documents.

Persons are eligible for the recognition certificate if they have military or civilian service with the War, Navy or Defense departments between Sept. 2, 1945, and Dec. 26, 1991. Military or civilian personnel requesting the award must certify that they served honorably and faithfully at any period during the Cold War. Each mailed or faxed request must have official documents verifying their service. Acceptable documents include any government form that includes the applicant's name, Social Security or service or foreign service number and the date of service. Military personnel can also use any of the following documents as proof of service: DD Form 214 (Certificate of Release/Discharge from Active Duty); WD AGO Form 53-55 (War Department Separation Document); or Oath of Office - Military Personnel or Letter of Appointment.

Qualifying civilian service also can be proved with a Standard Form 50 (Notification of Personnel Action); Standard Form 2809 (Health Benefit Registration Form); an award certificate with employee's name, name of service or agency, and dates; or retirement forms with the employee's name, service or agency and dates.

FEGLI Calculator

Employees who wish to calculate the value and cost of their Federal Employees Group Life Insurance (FEGLI) can find a FEGLI calculator on the web at: http://apps.opm.gov/calculator/index.htm

With this on-line calculator, you can quickly and conveniently:

- determine the face value of your FEGLI life insurance
- calculate how much you are paying for this coverage
- see how choosing different Options can change the amount of your life insurance and your premium withholdings, and see how the life insurance carried into retirement will change over time

Note: Calculations will reflect the laws in effect at this time the web site is accessed. Changes made to the FEGLI program by the Federal Employees Life Insurance Improvement Act (Public Law 105-311) are incorporated in the calculations as they become effective. The web site should state the changes that have been incorporated in the calculations.

Retirement Web Site

The Office of Personnel Management has posted a new web site with frequently asked retirement systems. The site is structured to answer questions for employees who are 5 years from retirement as well as for those who are 1 year from retirement. In addition, it provides a wealth of information on retirement in general. You may access the site at http://www.opm.gov/retire/html/faqs/faqs.html

New Website to Aid In Classification

The Department of Defense (DoD) has established a web site to aid managers in writing new position descriptions. The site is entitled "Automated Search Application for Position Classification Documents, Standards and Appeals". The site contains three DoD-developed libraries of "standardized" generic descriptions developed using the Core Document (COREDOC) automated position classification software. Unlike the position descriptions found in the DA PD Library, these are not specific any existing Army work situations, and cannot be used without formal classification action by the initiating manager and servicing Civilian Personnel Operations Center (CPOC). However, these may serve as a good starting point for those instances where a new position description must be written.

Standard Core Personnel Document (SCPD) Library. An SCPD is a document that has been developed from available occupational series information. This contains a specific agency cover sheet, duties, a list of knowledges, skills and abilities (KSAs), possibly an evaluation summary and a performance management plan.

General Core Document (GCD) Library. An GCD is a document containing all the duties and tasks for a particular grade level that are available in an existing COREDOC occupational series menu. It also includes a specific agency cover sheet, KSAs, individual competencies required for training, an evaluation summary and a performance management plan.

Simplified Position Document (SPD) Library. An SPD is a smaller version of a GCD, with the following differences. There is no performance plan, it contains duty statements but no numbered tasks and factor level data is provided but without accompanying text.

The web site also provides links to OPM Position Classification Standards for both GS and FWS positions, as well as to a digest of OPM and DoD position classification appeal decisions. Managers would be well advised to make liberal use of these links when producing position descriptions. The web site address is: http://www.cpms.osd.mil/scpd.

/s/ WILLIAM D. ST. JOHN Director of Human Resources